



What's New in ECF Version 4.0

United States District Court for the District of Maine

New Features Include

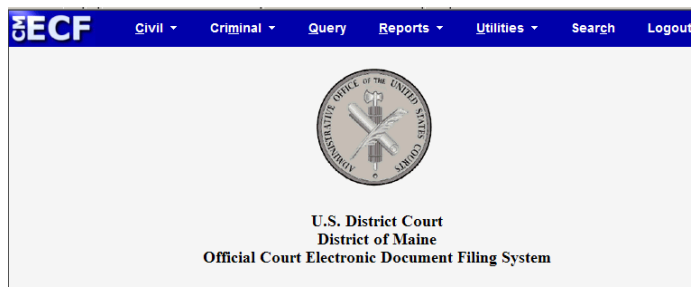
- Improved Query screen for more refined searching.
- Enhanced E-mail Information Screen.
- Combined Docket Report in multi-defendant criminal cases.
- Streamlined document and attachment uploading.

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ECF Version 4.0 is loaded with new features

With the November 21, 2009 roll-out of version 4.0, users of the District of Maine's ECF system will have access to many new features and improvements. This newsletter is an introduction to some of the more noteworthy improvements and changes that users will encounter.



We believe you will rapidly become comfortable with the new features and visual changes in ECF version 4.0.

Should you have any questions or require assistance, please don't hesitate to call the Clerk's Office in Bangor or in Portland.

Redaction

Before users may login they are presented with a redaction message and acknowledgment check box (see below).

The citations in the redaction message are hyperlinks to the full text of the rule. **The check box must be**

checked to acknowledge redaction responsibility prior to each login.

In addition to the redaction acknowledgement at the login screen, another redaction reminder appears on

the screen where the filer completes the submission of the filed document. This reminder simply asks "Have you redacted?" No affirming keystroke or other action is required of the user.

Authentication	
Login:	<input type="text"/>
Password:	<input type="password"/>
client code:	<input type="text"/>

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Adding Documents and Attachments in Version 4.0

The process of adding a main document and attachments during filing has been streamlined to only require one screen. As each attachment is uploaded, a new attachment line

appears in the window, allowing users to add additional attachments while viewing both the previous attachment(s) and the main document.

Motions
7:08-cv-00001-FJF Foley v. Davis

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\gibson\Des [Browse...]

Attachments	Category	Description
1. [Browse...]	[v]	[]

[Next] [Clear]

Motions
7:08-cv-00001-FJF Foley v. Davis

Select the pdf document and any attachments.

Main Document
C:\Documents and Settings\gibson\Des [Browse...]

Attachments	Category	Description
1. C:\Documents and Settings\gibson\Des [Browse...]	Affidavit [v]	[] [Remove]
2. C:\Documents and Settings\gibson\Des [Browse...]	[v]	Exhibit A [Remove]
3. [Browse...]	[v]	[]

[Next] [Clear]

Docket Report

In ECF version 4.0, users may run a combined Docket Report for a subset of criminal defendants in a multi-defendant case.

The combined Docket Report displays all of the defendant, party,

and attorney information in the top section of the report for those defendants selected. The combined proceedings of the chosen defendants are displayed in the bottom section of the report.

ECF Civil Criminal Query

Docket Sheet

Case number 3:08-cr-71631-2,3 [Hide Case List]

Select a case:

- ☐ 3:08-cr-71631-ACA-BGB USA v. da Vinci et al
- ☐ 3:08-cr-71631-ACA-BGB-1 Leonardo da Vinci
- ☒ 3:08-cr-71631-ACA-JB-2 Galileo Galilei
- ☒ 3:08-cr-71631-ACA-JB-3 Rene Descartes
- ☐ View Combined Docket Report

E-mail Information Screen

The District of Maine allows attorneys to modify their email addresses and settings.

The Email information screen has been modified to provide more streamlined functionality .

Email Information for Nicolas Mercator

Registered e-mail addresses	Configuration options
<p>Primary e-mail address: add new e-mail address</p> <p>Secondary e-mail addresses: add new e-mail address</p>	<p>Select an e-mail address to configure.</p>

[Return to Person Information Screen] [Clear]

Improved Query

The query screen has been modified to provide more options to allow for more refined searching.

- The party name search fields were combined with the case data search fields to form a single section
- A *Cause of Action* select list was added
- The redundant row of Case status radio buttons was removed

Queries now can be run by entering a case number or any combination of the following:

- Case Status
 - Filed Date
 - Last Entry Date
 - Nature of Suit
 - Cause of Action
- First Name
 - Middle Name
 - Type
 - Last Name
 - Business Name

Query

Search Clues

Case Number

or search by

Case Status:

☐ Open

☐ Closed

☐ All

Filed Date

to

Last Entry Date

to

Nature of Suit

0 (zero)
110 (Insurance)
120 (Contract Marine)

Cause of Action

0 (No cause code entered)
00:0000 (No Cause Code Entered)
02:0431 (02:431 Fed. Election Commission: Failure Enforce C)

Last/Business Name

(Examples: Desoto, Des*t)

First Name

Middle Name

Type

Run Query

Clear

Case Participant Tree

One of the first things that CM/ECF users will notice in version 4.0 is the Case Participant Tree. The “Tree” provides a graphical display of relationship between case participants. Clicking the + sign to

the right of a participant will display a variety of information such as party aliases, corporate

parents, and attorneys. In most instances the Case Participant Tree information is simply a

display. Parties are selected in the same fashion as earlier versions, by clicking on the party name in the Select the Party box.

Pick Filer

Collapse All

Expand All

2:33-cv-208

+ JOHN Q PUBLIC INSURANCE COMPANY dft

+ DAISEY MAY pla

Select the filer.

Select the Party:

JOHN Q PUBLIC INSURANCE COMPANY [dft]
MAY, DAISEY [pla]

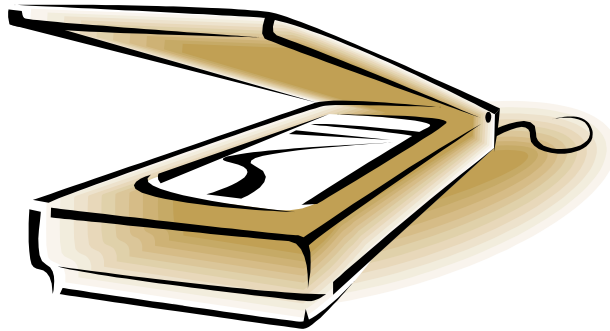
Next

Clear

New Filer

Document Scanning

In CM/ECF version 4.0, the recommended scanning resolution has changed. With version 4.0 the recommended scanning resolution for documents has increased to 300 dpi.



Changes to Time Computation effective December 1, 2009

Time computation amendments to the Federal Rules of Civil Procedure, Criminal Procedure, Bankruptcy Procedure, Appellate Procedure and the Court's Local Rules go into effect on December 1, 2009.

Under the current federal rules, intermediate weekends and holidays are

excluded when calculating time periods fewer than eight days. Effective December 1, 2009, the amended rules will count intermediate weekends and holidays for all time periods.

Deadlines of less than 30 days have been changed to multiples of seven days so that the expiration of the

deadline ordinarily would occur on a weekday. Generally, under the revised rules:

- 5-day deadlines become 7 days;
- 10- and 15-day deadlines become 14 days;
- 20-day deadlines become 21 days; and
- 25-day deadlines become 28 days.

Please note that the time computation changes apply to all pending actions unless otherwise ordered by the Court. The Court encourages counsel and parties to take note of these changes.

ECF Help

There are several educational resources available to ECF Filers on the District of Maine's website located at www.med.uscourts.gov

On the Court's site you will find a comprehensive user manual, the Administrative Procedures Governing Electronic Filing,

answers to frequently asked questions, and much more.

Questions or requests for assistance may be sent to the ECF Helpdesk via email at: ecfhelp@med.uscourts.gov.

The court also offers toll free telephone support to ECF users during regular business hours.

To reach the help desk call:

Bangor (866) 820-5315 ext. 1

Portland (866) 540-3017 ext. 1

